

Job Description
Missouri State Highway Patrol

Class Title: Accountant I - BPD (Federal Grants)

Title Code: V00191

Effective Date: 07/24/96

Date Reviewed: 06/06/07 LW

Date Revised: 06/06/07

Immediate Supervisor: F & B Supervisor or as designated

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a technical and administrative support position responsible for assisting in the planning, promotion, implementation, and coordination of activities for federal grant programs. An employee in this position performs accounting duties in the area of federal grant administration and report preparation. This individual acts as a liaison with other appropriate agencies. The work involves direct contact with governmental, public, and private entities requiring a moderate degree of independent judgment. Work may also require working with and interpreting federal guidelines relating to U.S. Department of Justice or other federal funding programs. Although general supervision is provided, this employee works independently with responsibility for developing and/or coordinating statewide or regional plans or programs. Work is reviewed for overall standards of performance and for compliance with state, departmental or agency directives; however, the employee is expected to exercise discretion and judgment in making decisions.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Manages the federal grants area of the Patrol's Budget and Procurement Division. Routes grant applications to affect components for review. Establishes grants in the Federal Aid Management subsystem of SAM II, as well as in an internal grants management system.

Researches, develops, and prepares grant applications, including completion and submission of all required state and federal forms.

Monitors and evaluates ongoing grant projects for compliance with grant award conditions, match requirements, efficiency and effectiveness; documents grant related activity and recommends modifications or revisions necessary to satisfy the intent of the grant plan.

Processes purchase requisitions, decentralized purchase orders, and price agreement orders in SAM II; processes invoices and expense reports for payment to vendors; performs reconciliation of payroll for federal grants personnel.

Performs monthly reporting to granting agencies to request reimbursement of expenditures; prepares quarterly and other reports for submission to granting agencies.

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Audits the utilization of federal funds and immediately reports any areas of concern and/or problems with same; works directly with the organization's Federal Grant Coordinators in all phases of federal grant administration; incorporates federal funding into state budget requests.

Reviews and analyzes budget requests from troops and divisions; validates the need for the request and ensures the requested amounts are appropriate and mathematically correct; updates troop commanders and division directors, as needed; archives data at the end of session for future utilization.

Assists with the review of proposed legislation and requisite fiscal notes for potential organizational impact; answers questions reference legislation and fiscal notes, as needed.

Provides technical guidance, troubleshooting, and problem resolution in budget monitoring and maintenance to Patrol employees, criminal justice/crime prevention representatives, state and local officials, auditors, and the general public as needed.

Assists in the development, preparation and presentation of program-specific seminars and workshops regarding grant program and financial matters to community representatives, criminal justice agency representatives, crime prevention practitioners, state and local officials, and the general public.

Interprets and explains program rules, regulations and guidelines to other staff, community and neighborhood organizations, state and local officials, law enforcement agencies, and the general public.

Prepares statistical, progress and informational reports relating to program activities in support of grant reporting and program evaluation requirements.

Evaluate, prepare, code, and monitor grant expenditures, including invoices for reimbursement, and program reports to agencies as required in grant contract, terms, and conditions.

Prepares ad hoc and standard reports for division personnel, staff, auditors, etc.; prepares correspondence, lists, forms, etc.

Performs job-related travel to attend training meetings and seminars.

Operates standard office equipment (e.g. personal computer, laptop computer, adding machine, telephone, copier, shredder, typewriter, etc.).

Makes presentations to groups, as necessary.

May work a nonstandard schedule as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of program planning and grants management.

Knowledge of modern office practices, procedures, and equipment.

Knowledge of accounting principles and practices and their application to a variety of accounting transactions.

Knowledge of purchasing, accounts payable, and accounts receivable.

Knowledge of the budget process.

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Ability to learn state and federal rules and regulations pertaining to crime prevention, community policing and other related criminal justice programs and initiatives.

Ability to learn the SAM II Financial system.

Ability to learn the legislative process.

Ability to learn the payroll process in relation to federal grants.

Ability to interpret, explain and apply statutes, regulations and agency policies applicable to the assigned program area.

Ability to assist in the preparation and presentation of informational seminars and training workshops to community representatives, criminal justice professionals, crime prevention practitioners, and the general public.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to prepare and present complete, concise, and accurate reports and statements.

Ability to verify documents and reports produced and received and take proper steps to reconcile errors.

Ability to locate and assemble information necessary to complete work assignments.

Ability to work independently with general supervision.

Ability to interpret complex statistical and financial statements.

Ability to work on several projects simultaneously.

Ability to establish and maintain harmonious working relations with other employees, division directors, and representatives from state and federal agencies.

Ability to make decisions in accordance with statutory and department rules, regulations, policies, and procedures and apply these to work problems.

Ability to work within the pressure of deadlines.

Ability to operate office equipment as detailed in the description of duties.

Ability to receive, review, and analyze budget requests.

Ability to administer federal grant program.

Ability to provide technical guidance in budget monitoring and maintenance.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to prepare standard and ad hoc reports.

Ability to perform job-related travel, as needed.

Ability to accommodate a nonstandard work schedule as needed.

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Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g. written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, or closely related field.

OR

Four years of varied, double-entry bookkeeping experience and/or governmental accounting experience or finance experience of which at least two years must have involved responsibility for the more difficult bookkeeping tasks including the preparation of worksheets, financial statements, and the classification of items for proper entry, etc. (Successful completion of a full one-year course in accounting or finance from an accredited college or university or its equivalent in a recognized business college may be substituted on a year-for-year basis for a maximum of two years of general experience.)